

Deactivating a Line Item Code

Last Modified on 02/05/2021 3:30 pm EST

This guide explains how to remove references to a line item code (LIC) and deactivate it. It is intended for intermediate-level users.

If you no longer intend to use an LIC, you should manually deactivate it, flag it as discontinued, or delete it. When you deactivate an LIC, aACE checks whether it is linked to active records elsewhere in your system, including:

- **Bill of Materials (BOM)** – aACE can track the components you use to assemble other items. If an active assembly item or inventoried assembly item currently references an old LIC, then the old LIC cannot be deactivated. Deactivating it would cripple the assembly processes and task groups.
- **Order Options** – aACE can suggest other items as upgrades or alternatives on an order. If another LIC currently references an old LIC this way, then the old LIC cannot be deactivated. Deactivating it could interfere with order entry.
- **Automated Inventory Tracking** – aACE can automatically track inventory levels and create replenishment purchase orders. If an old LIC currently has inventory in your warehouse, it cannot be deactivated. Deactivating it would prevent the inventory from being depleted (e.g. sold).

If the LIC is linked to any of these records, aACE prevents the deactivation process. You must remove any references to the old LIC on these other active records before deactivating it. (See below for details.)

Note: If you need to not only deactivate the LIC, but also replace it with a new LIC, read more about [replacing an LIC with another](https://aace5.knowledgeowl.com/help/replacing-an-lic-with-another-of-a-different-record-type) (https://aace5.knowledgeowl.com/help/replacing-an-lic-with-another-of-a-different-record-type).

Manually Deactivating an LIC

After removing references to an LIC and transferring any on hand inventory (see below), you can manually deactivate it:

1. Navigate from **Main Menu > Order Setup > Line Item Codes**.
2. Locate the LIC you want to replace.

3. At the detail view for that LIC, click **Actions > Deactivate Line Item Code**.
4. At the confirmation dialog, click **Deactivate**.

Deactivating a Batch of LICs

You can deactivate multiple LICs at one time:

1. At the Line Item Codes list view, use the [Quick Search](https://aace5.knowledgeowl.com/help/using-the-quick-search-bar) (<https://aace5.knowledgeowl.com/help/using-the-quick-search-bar>) bar to locate all the records that should be deactivated.
2. Click **Actions > Deactivate Line Item Codes in List**.
3. At the confirmation dialog, click **Deactivate**.

Removing References to an LIC

Before you can deactivate an LIC, you must remove the following connections to other records. Note: In order to change a reference from an old LIC to a new one, the new LIC must already exist.

Remove an LIC from a BOM Record

You must locate all instances where the LIC is included in the BOM for another item, then replace or remove it.

1. Navigate from **Main Menu > Order Setup > Details > Bill of Materials**.
Note: The Line Item Code column here shows the assembled items and the Material column shows the component or 'child' items.
2. Use the *Material* field of the [Quick Search](http://aace5.knowledgeowl.com/help/using-the-quick-search-bar) (<http://aace5.knowledgeowl.com/help/using-the-quick-search-bar>) bar to locate the component LIC you want to deactivate.
This will display all BOMs that include this component LIC.
3. Use one of the Actions menu options to update the BOM records as needed:
 - To replace the component – Click **Actions > Update Material for Materials in List**, then specify the new LIC.
 - To remove the component – Click **Actions > Delete Materials in List**, then type **DELETE** in the confirmation dialog, and click **Delete**.

Remove an LIC as an Upgrade / Alternative

You must find all instances where the LIC is included as an upgrade or an alternative for

another LIC, then remove or replace it.

1. Navigate from **Main Menu > Order Setup > Details > LI Code Options**.

Note: The Line Item Code column here shows the 'parent' record and the Option column shows the 'child' record.

2. Search the *Option* field of the [Quick Search](http://aace5.knowledgeowl.com/help/using-the-quick-search-bar) bar to locate the child LIC you want to deactivate.

3. Update the displayed records using the Actions menu:

- To replace the LIC – Click **Actions > Update Option for Options in List**, then select the replacement LIC.
- To remove the LIC – Click **Actions > Delete Options in List**, then type **DELETE** in the confirmation dialog, and click **Delete**.

Remove an Inventoried LIC from Inventory

If the LIC is an inventoried item and still shows an inventory balance in the system, aACE will *not* deactivate it.

Discontinue an LIC

When the inventory balances for an item reach zero (and the other references described above have been removed), aACE can *automatically* deactivate the LIC.

Read more about [discontinuing an LIC](https://aace5.knowledgeowl.com/help/understanding-discontinued-line-item-codes).

Transfer Existing Inventory from an Old LIC

You can manually transfer any On Hand inventory from one LIC to another using a beginning balance [inventory adjustment](http://aace5.knowledgeowl.com/help/making-inventory-adjustments). Set up the adjustment as follows:

- Old LIC – Add an adjustment line with a negative quantity.
- New LIC – Add a second adjustment line with the corresponding positive quantity.

Delete an LIC

You can only delete an LIC if it has been deactivated and has never been used in a transaction. Deleting a record removes it from the system so your team can no longer view it.

aACE will *not* allow you to delete an LIC that is currently Active or that has *any* related

transactions. In other words, if an LIC has been used on any orders, purchase orders, etc, it will remain in your system. This feature helps support thorough auditing.

If you cannot delete an LIC, but want to prevent it from being used by your team, you can change the LIC abbreviation and/or description. For example, you can segregate retired records by adding a prefix to the code (e.g. "X-").
